



## Recruitment Process Privacy Notice

Under the new General Data Protection Regulation (GDPR), we have to inform staff and other adults in school how we use their personal information.

### What information do we hold?

The categories of staff information that we collect, hold and share include:

- Personal information including your name, gender, date of birth, pay number, national insurance number, address, phone number or email address.
- Special categories of data including characteristics such as ethnicity, sexual orientation, medical needs, religion, canvassing relationships and marital status.
- Welfare information such as whether you have a medical conditions or disabilities.
- Professional information such as education history, employment history, qualifications, professional body memberships, teacher number and, where relevant, subjects taught.
- Safeguarding information such as criminal convictions, ID seen, referee contact details and feedback. This is in addition to other safer recruitment checks and details of any allegations or safeguarding incidents where relevant.

### Why do we collect and use this information?

We use recruitment application data to:

- select the best candidate for the role.
- administer a fair and transparent recruitment process, ensuring appropriate support is in place for candidates.
- comply with equality opportunities legislation.
- inform the development of recruitment and retention policies.
- enable individuals to be paid.
- ensure appropriate safer recruitment safeguarding checks are in place.

## What is the lawful basis on which we use this information?

We collect and use most staff information under Article 6 (1)(c) Legal Obligation or Article 6 (1)(e) Public Task of the General Data Protection Regulations. Although this list is not definitive, the majority of our legal obligations stem from:

- Health and Safety Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2012
- Limitation Act 1980
- Childrens Act 1989 and 2004
- Education Act 1996, 2002 and 2011
- School Standards and Framework Act 1998
- Terrorism Act 2000 and CTSA 2015
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006, 2010, 2011, 2013 and 2016
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education (School Teachers' Appraisal) (England) Regulations 2012
- Teachers' Disciplinary (England) Regulations 2012
- Children and Families Act 2014
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016

Where special category data is processed, this is done under:

- Article 9(2)(b): legal requirement. This is usually due to a contract of employment or to fulfil equality monitoring requirements.

## How do we collect staff information?

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform

you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### How do we store recruitment data?

Data is either stored on a secure server, sent by encrypted email or stored in a locked receptacle in school.

As a rule we dispose of data at the first possible opportunity or anonymise it so it is no longer identifiable to an individual. The following rules apply to data gathered during the recruitment process:

- **Candidates who are not shortlisted:** retained for one month post-shortlisting and then deleted or shredded.
- **Candidates who are interviewed:** retained for six months post-interview and then deleted or shredded.
- **Successful candidates:** information becomes part of the personnel file and retained for six years from the date employment terminates.

Specific information on retention periods is available in the school's Records Management Policy. Successful candidates should refer to the main school staff privacy notice on how data is shared.

### Who do we share recruitment information with?

As part of the recruitment process, we routinely share limited information third party referees based on your consent being given on the application form.

In certain circumstances, we personal data may also be disclosed to the following third parties arising out of legal requirements:

- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

It is anticipated that all successful candidates will require a Disclosure and Barring Service (DBS) check before employment can begin. This is a legal obligation and so successful candidates will be required to share personal information with the DBS.

Similarly, successful candidates will be required to have certain information shared with Leeds City Council to set up vital services such as payroll. The successful candidate will also complete a medical screening questionnaire. Depending on the results, this would be shared with Leeds City Occupational Health Team so they can assess any reasonable adjustments that may be required to support disabled candidates.

Successful candidates should refer to the main school staff privacy notice on how data is shared once employment commences e.g. data sharing with the Department for Education.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, Kate Davison, 0113 205 9559 or [kdavison@roydsschool.org](mailto:kdavison@roydsschool.org).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Kate Davison, 0113 205 9559 or [kdavison@roydsschool.org](mailto:kdavison@roydsschool.org).

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